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EX-7631

Approved For Release 2001/04/04 : CIA-RDP78-04718A000900020014-7

3 March 1953

MEMORANDUM FOR: Deputy Director (Administration) ✓
Chief of Administration, DD/P

SUBJECT : Clandestine Services Administrative Support Course

1. The Office of Training will present the first three weeks' Clandestine Services Administrative Support Course during the month of April as per CIA Regulation on Basic Intelligence Course. This course will be designed to familiarize Agency administrative and support personnel with the basic concepts of clandestine operations and to provide them with training in the administrative procedures which are pertinent to the support of the Clandestine Intelligence Services. The course will also deal with operational and security considerations involved in the support function, both at headquarters and in the field, as it relates to personnel, finance, supply, travel, communications, records and files.

2. In order that the Office of Training may plan for the arrangement of adequate facilities and scheduling of subsequent presentations of this course, it is requested that you provide the Director of Training with an estimate of your current and future training requirements on or before 15 March 1953.

3. A formal announcement of this course will be issued on or before 20 March 1953. This announcement will indicate the beginning and ending dates of the course, location, reporting instructions to students, security clearances required, administrative channels for submitting training requests, closing date for admission to the course, and a tentative scheduling date for the next offering.

[Redacted Signature]

MATTHEW BAIRD
Director of Training

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